

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED  6/1/02	REVISED  4/09	CHAPTER  8	SECTION  8.1
CHAPTER Chapter 8. Recordkeeping		SUBJECT Purpose of Records			

All institutions participating in the CACFP are required to keep records to verify compliance with Program regulations. Records verify that a shelter is serving the required menu components in adequate quantities to participants. Records of attendance and meal counts are required to support the monthly claim for reimbursement.

All records identified in this chapter must be kept for three years after the date the final claim for the fiscal year was submitted. A federal fiscal year is a period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year. If audit findings have not been resolved, the records shall be kept as long as necessary to resolve the issues raised by the audit.